



# LOUISIANA VICTIM NOTICE AND REGISTRATION FORM

## CONFIDENTIAL – NOT PUBLIC RECORD

**SECTIONS A & B TO BE COMPLETED BY THE LAW ENFORCEMENT OFFICER ON SCENE**

The person requesting notification must provide ALL information requested in Section B of this form. The information on this form shall be kept confidential by all law enforcement and judicial agencies and used only for the purposes required by law.

1. For a crime victim who is a minor, the name of a person requesting notification may be a parent or guardian.
2. In those cases where the victim is incapacitated or deceased, a single designated family member as defined in LSA-R.S. 46:1842(3), or guardian, may request notification.

*Please print all information using blue or black ink only.*

**SECTION A: (To be completed by investigating officer)**

Arrestee/Offender's Name: \_\_\_\_\_ Arrestee/Offender's Date of Birth: \_\_\_\_\_

Date of Arrest: \_\_\_\_\_ Crime/Offense: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_ Arresting Officer(s): \_\_\_\_\_

Incident # \_\_\_\_\_ Docket # \_\_\_\_\_ Summons \_\_\_\_\_ Warrant Issued/Arrest Pending \_\_\_\_\_

**SECTION B: (To be completed and signed by victim or their designated family member)**

Location (City, Parish) Where Crime Occurred: \_\_\_\_\_ Date of Crime: \_\_\_\_\_

Victim's Name (Mr./Mrs./Ms.): \_\_\_\_\_

Victim's Age (At Time of Crime): \_\_\_\_\_ Victim's Date of Birth: \_\_\_\_\_

Person Requesting Notification: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Ext. \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

You Are (Check One): \_\_\_\_\_ Victim of Offense \_\_\_\_\_ Witness to Offense \_\_\_\_\_ Parent/Guardian to Victim

\_\_\_\_\_ Designated Family Member of Incapacitated or Deceased Victim

**Check One:**

\_\_\_\_\_ I acknowledge receipt of this form. I understand that it is my responsibility to update my mailing address and telephone numbers with the arresting agency and district attorney's office in the event that either or both shall change, and that my failure to do so may stop notification and remove all responsibility for notification under the law.

\_\_\_\_\_ I DECLINE to register for notification at this time.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** You can also register to receive an automated notification when the arrestee/offender is released from custody, and other vital information, by contacting the Louisiana Automated Victim Notification System (LAVNS) toll free at 1-866-528-6748 or [WWW.LAVNS.ORG](http://WWW.LAVNS.ORG). LAVNS is an anonymous, free service.

## **Important Information About Victim Notification**

Victims or designated family members of victims of certain crimes are entitled to certain rights under **Louisiana's Crime Victim Bill of Rights**, including but not limited to:

- The right to receive emergency social or medical services as soon as possible.
- The right to be notified of a defendant's arrest, release on recognizance, posting of bond, release pending charges being filed, release due to rejection of charges by the district attorney, escape, or re-apprehension.
- The right to be interviewed in a private setting and to a secure area during criminal proceedings.
- The right to requests for assistance by judicial and law enforcement agencies in informing employers that the need for cooperation in the prosecution of the case may necessitate absence from work.
- The right to reasonable notice and to be present and heard during all critical stages of pre-conviction and post-conviction proceedings, and the right to be notified of scheduling changes of criminal justice proceedings.
- The right to consult with the prosecution prior to the trial and final disposition of the case.
- The right to refuse to be interviewed by the accused or a representative of the accused.
- The right to review and comment upon the pre-sentence report prior to imposition of sentencing, and the right to be notified of the minimum and maximum sentence allowed by law.
- The right to be present at all phases of the court proceedings, including the sentencing hearing.
- The right to make a written or oral impact statement.
- The right to seek restitution.
- The right to a reasonably prompt conclusion to the case.

R.S. 46:1844(T) mandates:

\* \* \*

*(1) In order for a victim or designated family member to be eligible to receive notices hereunder and exercise the rights provided in this Chapter, the victim or designated family member must complete a form promulgated by the Louisiana Commission on Law Enforcement and Administration of Criminal Justice. The form shall be completed by the victim or designated family member and shall be filed with the law enforcement agency investigating the offense of which the person is a victim, as defined in this Chapter.*

*The completed victim notice and registration form shall be included in the documents sent by the law enforcement agency to the district attorney for prosecution. **The district attorney shall include the completed victim notice and registration form with any subsequent bill of information or indictment that is filed with the clerk of court.** Upon conviction, the victim notice and registration form shall be included in the documents sent by the clerk of court to the Department of Public Safety and Corrections, the law enforcement agency having custody of the defendant, or the division of probation and parole.*

*(2) **All victim notice and registration forms, and the information contained therein, shall be kept confidential by all law enforcement and judicial agencies having possession. The information shall be used only for the purposes required by this Chapter, and shall be released only upon court order after contradictory hearing.***

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**By completing and properly filing this form, a victim has officially registered for notification and every attempt should be made to notify them of the above events based on the contact information they provided.**

To qualify for these statutory rights, the registrant or their family member must be a victim of a homicide, felony crime of violence as defined or enumerated in R.S. 14:2(B), sexual offense, certain vehicular related offenses, offense committed against a family or household member as defined in R.S. 46:2132(4) or dating partner as defined in R.S. 46:2151(B), or attempts to commit these offenses, including but not limited to:

- |  |  |  |
|--|--|--|
| • Solicitation for murder                | • Aggravated burglary                                    | • Aggravated flight from an officer  |
| • First degree murder                    | • Armed Robbery  | • Aggravated incest  |
| • Second degree murder                   | • First degree robbery                                   | • Battery of a police officer  |
| • Manslaughter                           | • Simple robbery   | • Oral sexual battery  |
| • Aggravated battery                     | • Purse snatching  | • Incest   |
| • Second degree battery                  | • Extortion  | • Felony carnal knowledge of a juvenile  |
| • Aggravated assault                     | • Assault by drive-by shooting                           | • Indecent behavior with juveniles   |
| • Mingling harmful substance             | • Aggravated crime against nature                        | • Pornography involving juveniles  |
| • Aggravated rape                        | • Carjacking   | • Molestation of a juvenile  |
| • Forcible rape                          | • Illegal use of weapons or dangerous instrumentalities  | • Crime against nature   |
| • Simple rape                            | • Terrorism  | • Sexual battery of the infirm   |
| • Sexual battery                         | • Aggravated second degree battery                       | • Video voyeurism  |
| • Second degree sexual battery           | • Aggravated assault upon a peace officer with a firearm | • Vehicular negligent injuring   |
| • Intentional exposure to AIDS virus     | • Aggravated assault with a firearm                      | • First degree vehicular negligent injuring  |
| • Aggravated kidnapping                  | • Armed robbery; use of a firearm; additional penalty    | • Any sexual offense   |
| • Second degree kidnapping               | • Second degree robbery                                  | • Any offense against the person as defined in the Criminal Code committed against a family or household member as defined in R.S. 46:2132(4) or dating partner as defined in R.S. 46:2151(B). |
| • Simple kidnapping                      | • Disarming of a peace officer                           |  |
| • Aggravated arson                       | • Stalking   |  |
| • Aggravated criminal damage to property | • Second degree cruelty to juveniles                     |  |